

RECORDS MANAGEMENT PROGRAM

~~SECRET~~

RECORDS CONTROL SCHEDULE FOR THE NATIONAL SECURITY COUNCIL



On file NSC release instructions apply.

DOC	1	REV DATE	4-4-81	BY	
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INT	23	NEXT REV	2011	AUTH	HB 76-2

Adm. Sec. Sup. Agreement between NSC and CIA continued 30 June 1961
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See letter for future status of NSC records applied herein.

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100080003-2

OFFICE, DIVISION, BRANCH

NATIONAL SECURITY COUNCIL

SCHEDULE NO.

OCB #1

CONCURRENCE

SIGNATURE

TITLE

Executive Secretary
National Security Council

DATE

MAY 5 1960

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><u>Operations Coordinating Board - Central Files.</u> September 1953 - Current.</p> <p>Documenting official activities related to the integrated implementation of national security policies approved by the President and the coordination of certain functions relating to the national security.</p> <p>Largest volume consists of operations plans, periodic reports, staff papers and related correspondence and cross indices. Also included are minutes and memoranda of meetings of Board members, their Assistants and affiliated working groups.</p> <p>Files are arranged by project or specific geographic or world political area under decimal classification system.</p> <p>Overall Security Classification: Top Secret. (Files September 1953 - June 1957 contain approx. 20% Top Secret papers; Top Secret content declines to less than 5% in current files. Files also contain other mixed security classifications from Secret to unclassified.)</p>	94	<p><u>Permanent Records.</u> Transfer records covering period September 1953 thru June 30, 1957 to CIA Records Center. Cut-off subsequent records every three years, hold for three additional years in NSC Records Section, then transfer to CIA Records Center. As each group of records completes a 25 year storage period at the records center notify NSC Records Management Officer, or responsible successor, to:</p> <ol style="list-style-type: none"> 1. Explore possibility of downgrading security classification. 2. Initiate transfer to the National Archives.

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Handwritten initials and date: 5/11/60